



MINUTES
Community Visioning Advisory Committee
May 22nd, 2019 | Newberg City Hall
414 E 1st St

Committee Members: ☐ Denise Bacon ☒ Stephanie Findley ☐ Kate Gregory-Jennings, <u>Chair</u> ☒ Miriam Hall ☒ Cyrus Ireland ☒ Julie Marshall ☒ Julia Martinez-Plancarte ☒ Suzanne Meenahan ☐ Joe Morelock ☐ Lynn Montoya Quinn ☒ Brandon Porter, <u>Vice-Chair</u> ☒ Doug Rux, <u>Staff</u> ☒ Bayo Ware, <u>Staff</u> Facilitator: Bayo Ware, Community Visioning Coordinator	Community Attendees: _____ _____ _____ _____ _____
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Agenda Items

- ☐ 6:00 – 6:05 pm: Call to Order
- ☐ 6:05 – 6:10 pm: Approval of Minutes
- ☐ 6:10 – 6:20 pm: Calendar & Budget Review
- ☐ 6:20 – 6:35 pm: Town Hall Survey Review
- ☐ 6:35 – 7:05 pm: Community Conference Planning
- ☐ 7:05 – 7:30 pm: Community Conference Survey Development
- ☐ 7:30 – 7:50 pm: Community Vision Document Design
- ☐ 7:50 – 8:00 pm: Public Comment
- ☐ 8:00 pm: Adjournment

Calendar

☒ Jan. 23 – School District Office ☒ Feb. 6 – City Hall ☒ Feb. 20 – CPRD Admin Office ☒ Mar. 6 – Newberg Center ☒ Mar. 20 – School District Office ☒ April 3 – City Hall ☒ April 17 – CPRD Admin Office	☒ May 1 – Newberg Center ☒ May 22 – City Hall ☐ June 6 – City Hall ☐ June 12 – CPRD Admin Office ☐ June 26 – Newberg Center ☐ July 10 – Public Safety Building ☐ July 24 – City Hall
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ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than two business days prior to the meeting. To request these arrangements, please contact the Office Assistant at (503) 537-1240. For TTY services please dial 711.

For additional project information, visit the project website at www.newbergoregon.gov or contact Bayo Ware, City of Newberg, at Bayoan.Ware@newbergoregon.gov or (503) 537-1240 ext. 8501

Minutes

Call to Order

- Committee Vice-Chair Porter convened the meeting at 6:02pm and called attendance.

Approval of Minutes

- The Committee approved the minutes from last meeting.

Updates

Person(s)	Task (Due Date)	Update
Bacon	1. Contact Hit Machine band 2. Announcement on City float	1. No 2.
Marshall	1. Contact musicians at A-dec	1. Got one!
Meenehan	1. Contact musicians	1. Already booked
Rux	1. Explore legalities of soliciting donations, advertising during event	1.
Ware	1. Explore food options 2. Social Goods: bouncy house use 3. Kristen Stoller – PA system	1. Waiting for reply 2. 3. Only has 1 speaker

This Month

20	21	May 22 – CVAC	23	24
27	28	29	30	31
3	4	5	6 – CVAC extended meet.	7
10	11	12 - CVAC	13	14
17	18 – Community Conference	19	20	21

Calendar Review

- June 6
 - Edit visions, goals, strategies
- June 12
 - Finish editing visions, goals, strategies
 - Finalize survey
- Community Corps planning meetings will be cancelled (July 2, July 16)
 - Email out info instead

Budget Review

- Tom's Burgers
 - Small: \$1.50 – \$2.00*
 - Medium: \$2.00 – \$2.25
 - Low condiments: ketchup, mustard
 - All condiments: ketchup, mustard, mayo, lettuce, relish
- Tom's logistics
 - May not be able to have burgers

- 1 staff member: covers volunteer servers for temporary event
 - Needs volunteers to flip burgers, stock ingredients, serve ice cream
 - Because of condiments, charges after the event
- Ricky's Tacos serves as backup
 - \$3 tacos (\$1.50 each)
 - \$4/burrito (vegetarian option)
- Ice cream: \$0

Town Hall Survey Review

- The group discussed the results of the survey
 - Incomplete: anywhere from 0-5 questions answered

Community Conference Development

- Same agenda as others
 - Progress thus far
 - Objectives for today
 - Upcoming events
- Advertising
 - Video?
 - Last video – 60 confirmed clicks, 3,900 views
 - \$200 to edit new video
 - Talk with Finance about paying for video
 - See if drive-in/Theater will play it, Fred Meyer
 - Flyers – redesigned flyer
 - Brochures - approved

Community Conference Survey Development

- Question just has the vision and goals
- Link to topic's entire action plan
 - Wording – click here to reference full topic action plan
- Goals have links to all of their strategies
 - Each goal is a link/hover to strategies
 - Hall – make it pop up in a new window
- Survey “office hours” for those who are not computer literate
 - Housing authority – Julia
 - Mobile Park Management, Senior Center lunch

Community Vision Document Design

Projection Introduction	Vision	Project explanation
☒ Letter from mayor ☒ letter from CVAC ☒ project background ☒ community vision	☒ topic visions (5) ☒ goals (18) ☒ strategies (83) ☒ lead organizations ☒ support organizations ☐ action items (~100) ☒ timeline (start, end)	☒ outreach efforts ☒ implementation strategy ☒ acknowledgements ☒ how project conducted

* Red=Action Plan

☐ Goes in Vision

- Translation
 - Use Google translate and then edit
 - Solicit sponsors for translations

Public Comment

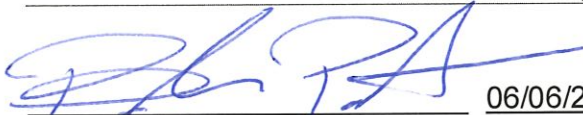
- There were no public comments.

Adjournment

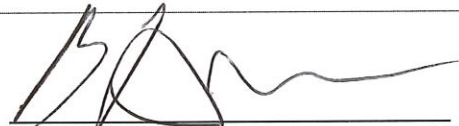
The meeting ended at 19:53 pm.

Task List

Person(s)	Task (Due Date)	Update
Hall	1. Work with Ware on survey code	1.
Ireland	1. Talk to HS about bands	1.
Martinez-Plancarte	1. Connect Ware with Housing Auth.	1.
Porter	1.	1.
Rux	1. Finance – ability to pay for commercial	1.
	2. Finance/Truman – legality of soliciting donations	
Ware	1. Email all action plans to CVAC	1.
	2. Fred Meyer, movie theater to play commercial	
	3. Man. Home park management for survey “office hours”	
	4. Investigate “office hours” at assisted living facilities	

 06/06/2019

Brandon Porter,
Community Visioning Vice-Chair

 06/06/2019

Bayoan Ware,
Community Visioning Coordinator